

VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA CARACAS

ANNOUNCEMENT NUMBER: 15-034 (Re-add)

OPEN TO: All interested candidates

POSITION: Ventilation and Air Conditioning Controls Technician FSN-6/FP-8

OPENING DATE: July 14, 2014

CLOSING DATE: July 28, 2015

WORK HOURS: Full-time – 40 hours per week

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Caracas is seeking an individual for the position of Ventilation and Air Conditioning Controls Technician in the Facilities Management section.

BASIC FUNCTION OF POSITION

Employed as a Heating, Ventilation, and Air Conditioning (HVAC) Controls Technician to carry out skilled maintenance and repair work of the HVAC Control System and other building mechanical systems. Including but not limited to chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, humidifiers, motorized valves, chilled water piping, circulations pumps, damper motors, controllers, actuators, HVAC water treatment systems, and other control devices throughout the Embassy compound, buildings, grounds, and residential properties. The incumbent specializes in HVAC control system of automated equipment and assisting in the programming control sequences, control devices and their interface with the Building Automation System (BAS) to maintain optimized system performance and equipment maintenance.

A complete copy of the job description and responsibilities is available in the Human Resources office.

QUALIFICATIONS REQUIRED

All applicants must address each of the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Education: The position requires successful completion of a three years associates degree (Técnico Superior Universitario) in electrical, electronic, industrial, computerized system control, or related field.
2. Experience: a minimum of three (3) years of experience as a HVAC Controls Technician with digital building control system knowledge is required. A minimum of 3 years of experience must be with large, modern, commercial and/or Government office buildings in operations and maintenance.
3. Language: Level III in English (limited knowledge) and Level IV (fluent) in Spanish is required.
4. Skills and abilities: The incumbent must possess job knowledge to include general computer literacy, and basic math. Must have a good working knowledge of maintenance and repair work of chillers, large central air handling units, packaged A/C units, filtration, fan coils, variable air volume (VAV) units, HVAC ductwork, evaporators, humidifiers, motorized valves, chilled water piping, circulations pumps, damper motors, controllers, actuators, HVAC water treatment systems, and other control devices throughout the Embassy compound, buildings, grounds, and residential properties. He or she must be familiar with international building mechanical codes to be able to perform installation, maintenance, and repair work to meet code requirements. A general knowledge of building systems and operations, mechanical principles and theories, and familiarization of the proper use and hazards of chemical materials is needed. Knowledge of normal, standby, and emergency modes of building systems is required. Must be proficient in the use of Microsoft Office software (Outlook, Word, Excel, Power Point, etc.), and other computer programs like AutoCAD.

SELECTION PROCESS

Fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy for all new applicants that are local

nationals/citizens or those having the necessary work permits for in country employment.

2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed USEFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application WILL NOT BE CONSIDERED:

1. Form DS –174 (Application for Local National/Citizens and Family Members). Format is available in:

English Version: http://photos.state.gov/libraries/china/240500/pdf/DS-174_002.pdf

Spanish Version: <http://photos.state.gov/libraries/elsavador/92891/PDF/ds-174%20-%20UAE%20-%20SPANISH.pdf>

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

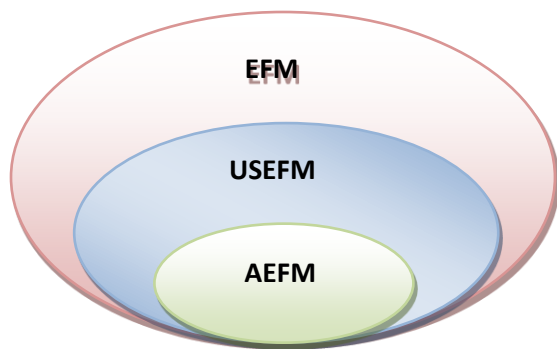
- HRcaracas@state.gov or
- HR Office, 3rd floor Embassy of the United States of America, calle F con calle Suapure, Colinas de Valle Arriba, Edif. Embajada de los Estados Unidos. Caracas 1080, Venezuela.

CLOSING DATE FOR THIS POSITION: July 28, 2014

The U.S. Mission in Caracas provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S. - citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,

- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).